



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: HEALTH RECORD TECHNICIAN III

SALARY RANGE:	Range A: \$3,425 – \$4,292 per month* <i>*The above starting salary applies to those first entering state service. The maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
TENURE/TIME BASE:	Permanent, Full-Time
PROGRAM/DEPARTMENT:	Clinical Records
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center (SDC) currently has Permanent, Full Time vacancy in the Clinical Records Department for the classification of Health Records Technician III. Under the general direction of the Clinical Record Director, the Health Record Technician III is responsible for assignment of correct ICD-9 codes and submission to Client Financial Services for all of Sonoma Developmental Center's Medicare and Medi-Cal General Acute Care (GAC) stays; oversight and management of the Document Management System which includes the WebXtender document storage system. The HRT-III may be responsible to serve as the Security Officer for the ER 2000 system, including the training of staff, the assignment of new user IDs and passwords and maintenance of all tables used in the system; may be responsible for the timely transmission of all MDS-related assessments in addition to setting up and maintaining the MDS security Matrix.

Typical duties may include troubleshooting WebXtender issues for other staff in the department as well as assisting any SDC users with specific problems they encounter; assuring that the annual maintenance contract for this system is reviewed and submitted in a timely fashion and communicating with our Information Technology Department, Headquarters staff and the vendor on issues we are unable to resolve at our level; Reviews all GAC stays abstracting the Principal and Secondary diagnoses from the documentation written during each hospitalization. This also includes working on a 1:1 with the attending physician in reviewing the assignment of diagnoses and the order in which to list them to assure proper billing reimbursement. The incumbent may perform other duties as outlined in the official employee's duty statement. Supervision Exercised: The HRT-III directly supervises a staff of Health Record Technician Is and/or Health Record Technician IIs and Office Assistants.

WHO IS ELIGIBLE TO APPLY:

Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of being a current or former California State Civil Service employee (lateral transfer /reinstatement) or having list eligibility as a result of participating in an examination for the classification and placing in a reachable rank. Per State Personnel Board Rule 250, lateral transfer applicants must meet the Minimum Qualifications as outlined in the Job Specification. The job specification may be found on the website at www.calhr.ca.gov. Please specify the type of eligibility you possess when applying. Applications may be obtained from the Human Resources Office at the Sonoma Developmental Center or downloaded from the above website. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for selection interviews.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO:

Sonoma Developmental Center
Human Resources Personnel – Room 124
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

707) 938-6283 Contact Susan Schrier for questions specific to essential functions of the position. Eligibility will be determined by the facility analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.